

Green Office Guides

Tennessee Department of Environment and Conservation
Division of Community Assistance

1-888-891-TDEC
<http://www.tdec.net/dca>

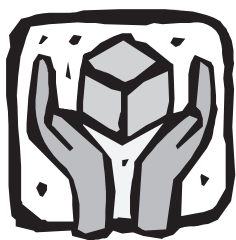


Reduce and Reuse: Save Money and our Planet

Reduce and Reuse - two of the classic 3R's of solid waste reduction - a great opportunity for your office to green itself. There are many opportunities to reduce and reuse in your office. In fact, you probably already perform some reduction and reuse and, therefore, are practicing pollution prevention without necessarily knowing it. In addition, practicing pollution prevention can save money, too.

In the United States, an average office employee generates 5.1 pounds of paper waste each day. Together, U.S. offices generate over 7,000,000 tons of paper waste each year! This amount is staggering considering that each ton of discarded paper takes up 3 cubic yards of landfill space. That is a whole lot of wasted space and money.

For many offices, paper will prove to be an obvious and easy place to begin reducing and reusing. There are many other aspects of your workplace where pollution prevention can be practiced and marketed. For example, work toward removing the word disposable from your office inventory.



Reuse packaging materials to protect your outgoing items.

Within this Green Office Guide, you will find very practical examples of office pollution prevention, through reduction and reuse. Read on to discover just how easily our suggestions can be implemented. Remember to gain your management's support by promoting your green office and detailing the cost savings reduction and reuse can provide.



Why Think Green?

If your office is geared toward efficiency, then the green concepts of reduction and reuse are for you. When your office reduces the amount of supplies it purchases, your operating costs go down. When your office practices reuse, operating costs decrease. These savings are significant because they come from the bottom-line, or costs experienced prior to the sales your office earns for its services.

Thinking green will not only protect the financial solvency of your office; it will also protect our planet's natural resources. Every time your office uses less supplies, the Earth thanks you. There seems to be an endless supply of copy paper, envelopes and boxes at the office superstore. In reality, however, there are limited supplies of raw materials to create these products. Globally, we must reduce and reuse more often to maintain a sustainable supply of resources for our offices.



Work with the EPA to gain a competitive edge through solid waste reduction.

Helpline: 1-800-EPA-WISE
<http://www.epa.gov/wastewise/index.htm>








**Be a part of the
Tennessee Pollution
Prevention Partnership**

Out to a Green Lunch..

Believe it or not, the concepts of reduction and reuse directly apply to that highly anticipated portion of the work day...lunch. Take time to observe the packaging for your lunch. You will likely be surprised at the volume of container as compared to the volume of food.

Packing or purchasing a greener lunch is an easy alternative that leads to a sizable reduction in solid waste. Share these green lunch practices with your coworkers:

-  Use washable and reusable containers
-  Bring your lunch in a reusable "lunch bag"
-  Purchase bulk foods rather than those individually wrapped or over-packaged
-  Minimize the use of styrofoam
-  Decline disliked foods in your carry-outs rather than just throwing them away

Encourage your employees to share their green alternatives with their favorite local eating establishments. Let the stores know that you prefer green alternatives - otherwise, expect no changes.



Encourage your office colleagues to reuse their favorite mug.

Have a contest for the most unique mug. Provide a prize to the winners. This is a great way to encourage participation in a daily reduction of disposable cups.








**RETURN
TO
SENDER**



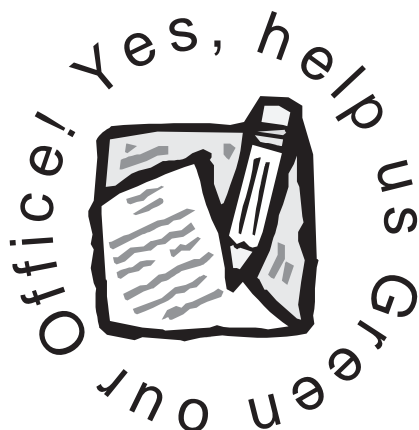
Keep your mailing list up-to-date. This will prevent unnecessary paper from becoming outgoing mail in addition to saving you money from returned mail.

Widespread Reuse

In addition to paper, there are many opportunities for reuse within your office. Encourage your coworkers and purchasers to consider these environmentally preferable alternatives that lead to reduction and reuse.

-  Use rechargeable batteries
-  Print to duplex networked printers
-  Consider plain paper FAX machines
-  Donate outdated equipment to charities
-  Refill your toner and ink cartridges
-  Use refillable pens and pencils
-  Use washable utensils at meetings

Remember to display your green office to your visiting clients, coworkers, and salespeople. Even though a green office is an in-house operation, that does not mean your office's progressive influence has to be. Reuse your environmental actions to generate increased support for your business or organization.



For more information on how you can develop an environmentally friendly office or to become a member of the

Tennessee Pollution Prevention Partnership

please contact the TP3 Program:

DIVISION OF COMMUNITY ASSISTANCE
8TH FLOOR, L & C ANNEX
401 CHURCH STREET
NASHVILLE, TENNESSEE 37243-1551

1-800-734-3619 <http://www.tdec.net/dca> Fax (615) 532-8007











Reducing & Reusing Paper

Creating and implementing an intraoffice library

One reuse strategy for reducing the amount of waste your office generates is to create an intraoffice library. Within the Division of Community Assistance, our library contains books, journals, magazines, newsletters, videotapes, audio cassettes, computer software, Internet addresses and training manuals. The library contains over 1,000 documents that are accessible to our 70-member staff. The intraoffice library has been a great success for our office in reusing resources while reducing costs.

Consider this. If each member of our staff received a copy of a pollution prevention magazine that cost \$2.49 each, the total bill for the Division would be \$174.30. That would be quite an expensive and tall stack of paper. By only purchasing one magazine for the staff to share our cost is only \$2.49. This equates to a cost savings of \$171.81! The more your library is used, the more you will save by implementing this simple reduce and reuse example. Plus, our staff now has less clutter in their cubicles and much cleaner workstations.

Tips for Saving Money and Trees

-  Instead of paper memos, send electronic mail.
-  If you want your supervisor to proof a document, do not print it out. E-mail it to them. Then when you need to make changes, you have not wasted paper.
-  Make duplex copies. A duplexed 30-page report only uses 15 sheets of paper.
-  If you duplex 100 copies of this 30-page report you save 1500 sheets of paper! Simply put, if your office duplexes all of its work, it would cut paper costs in half.
-  Reuse the blank sides of paper in fax machines, printers and copy machines.
-  Reuse mailing envelopes. These can be used for intraoffice mail, or put a new label over the old address and send sturdy envelopes through the mail again.
-  Reuse file folders, dividers and portfolio folders. New labels over old labels will use fewer resources, while maintaining the functionality of your folders.
-  Reuse the boxes your shipments arrive in for your outgoing packages.

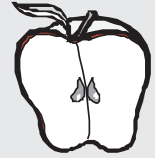
Not only will these suggestions reduce paper use and save your office money, they will contribute to the protection of our shared environment. Check out these paper facts:

- Paper makes up 38.6% of the United States' garbage each year.
- 85% (over 7,000,000 tons) of all office paper each year is discarded.
- It takes approximately 20 trees to make 1 ton of paper.

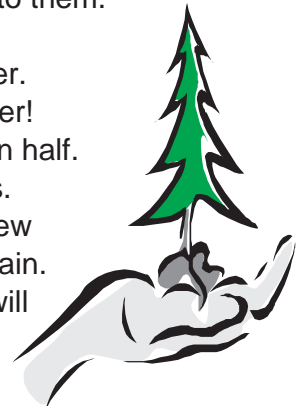
That means U.S. offices discard the equivalent of 140,000,000 trees each year!

Recipe for an Intraoffice Library

A few magazines
A bunch of books
A dash of newsletters
A handful of videotapes
A spray of training manuals
A pinch of computer software
A sprinkle of Internet addresses
A couple of sturdy bookcases
An index database



1. Enter the title, author and publication date into your database. Add a splash of description to taste. Create a reference label for each item.
2. Select a central location for your library.
3. Create different areas on the bookshelves to arrange the ingredients by topic and type.
4. Create a sign out sheet to help keep track of the materials when in use.



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Hearing impaired callers may use the Tennessee Relay Service (1-800-848-0298).

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Recycled Materials

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*The State of Tennessee is Proud to Present your
Office more "green" alternatives from the:*

**Tennessee Pollution
Prevention Partnership**



**CLIENTS CARE
TREES CARE**

**TIPS ON HOW TO
REDUCE & REUSE
IN YOUR OFFICE**

**SAVE PAPER
SAVE MONEY**

